



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Number: FY 12-03
Opening Date: March 7, 2012

VACANCY ANNOUNCEMENT

Position: Case Management Supervisor

Salary: CL 28/29 (\$62,046 - \$119,970)
commensurate with qualifications, salary, and experience
(Promotion potential to CL 30, without further competition)

Closing Date: March 28, 2012

Position Overview:

The United States Court of International Trade is accepting applications for the position of Case Management Supervisor. This position reports to the Operations Manager. The position is responsible for supervising the quality and quantity of the case-related services and for assuring efficient and economical work operations in the Case Management Section. Primary responsibilities consist of, but are not limited to, supervising the proper functioning of intake, docketing, appeals, case processing, coordinating court reporting, data quality management, files and records and courtroom support services. The supervisor oversees the Case Management/Electronic Case Filing (CM/ECF) System for the Court and coordinates the training of chambers staff, Court staff, attorneys and the public on the CM/ECF System. The incumbent administratively and technically supervises full performance employees on a day-to-day basis in accomplishing the functions of the Case Management Section and acts for the Operations Manager in his/her absence.

Qualifications:

Applicants must have a minimum of 3 years of *specialized experience* which included experience that is in, or closely related to, the work of the position and has provided the knowledge, skills and abilities to successfully perform the duties of the position. Examples of this type of experience includes work monitoring and managing judges' cases by calendaring of cases and related actions as they are filed, monitoring the filing of documents and responses to judicial orders and creating docket entries for all filings and case activities. At least one year of the *specialized experience* must have included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in developing the interpersonal work relationships needed to lead a team of employees; (2) the ability to exercise mature judgment; and (3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Court.

Completion of a master's degree or two years of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position may be substituted for 2 years of *specialized experience* at the CL-28 level. There is no substitution for the third year of *specialized experience*. There is no educational substitution at the CL-29 level.

Applicants must have demonstrated skill in dealing with others in person-to-person work relationships; demonstrated ability to exercise mature judgment and possess sophisticated computer skills. Effective communication and organizational skills are essential. Candidates with a working knowledge of the federal court case management/electronic case filing system are preferred. An undergraduate degree from an accredited college or university is highly desired.

Salary and Benefits:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience. This position does not carry the tenure rights of positions in the competitive Civil Service.

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), supplemental dental and vision insurance under the Federal Employees Vision and Dental Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FGLI), Federal Judiciary Flexible Benefit Program, Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), and an employee recognition program (CAP).

Application Procedure:

In a cover letter, please specify how you satisfy the qualifications listed above, along with a detailed résumé and two letters of recommendation. A résumé without the required cover letter addressing the qualifications and letters of recommendation will not be considered. Internal CIT candidates need not submit letters of recommendation. All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, FY 12-03 or via e-mail in Word, WordPerfect or PDF format to: Human_Resources @cit.uscourts.gov. Please use only one method of application.

All materials must be received (if hand delivered or e-mailed) or postmarked by the closing date of the announcement.

PLEASE NOTE: Submitted application materials will not be returned.

APPLICANTS MUST BE UNITED STATES CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES

ALL APPOINTMENTS ARE SUBJECT TO AN FBI BACKGROUND CHECK

ELECTRONIC FUNDS TRANSFER (EFT) IS MANDATORY FOR PAYMENT OF NET PAY

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER